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DETENTION PROJECT PROCEDURES

PART 1 - GENERAL

1.01 SECTION INCLUDES:

General administrative and procedural requirements and restrictions on access to and use of the Tennessee Department of Correction [TDOC] project site and surroundings; and security procedures for contractor tools, materials, and individuals.

1.02 SUPERVISION:

- A. The Warden is the chief operator of the facility bound around or by the project site having full and final supervision over all facility operations and Contractor usage of the facility. The Warden may delegate certain responsibilities held as presented in this Section to one or more designees identified by the Warden in writing to the Contractor.
- B. The Warden may provide Contractor's Superintendent a radio for communication. Superintendent shall turn in radio to Warden when leaving premises. The Warden may approve the use of a single cellular telephone, without camera or Internet service, by the Contractor's Superintendent, only.
- C. Provide on-site supervision of construction personnel at all times.
- D. Contractor shall at all times have a minimum of one person at each separate work site capable of communication in English with the facility staff.

1.03 QUALITY ASSURANCE:

- A. Prior to mobilization of construction personnel to the site, Contractor shall ensure that personnel review the requirements of this Section.
- B. The Contractor shall require that all personnel who will enter upon the project property certify their awareness of and familiarity with the requirements of this Section during orientation to the facility.
- C. Security Procedures Orientation:
 - 1. Each individual who enters the site on behalf of the Contractor, including but not limited to subcontractors and material suppliers, shall have received a Security Procedures Orientation for the project. The Warden will provide orientation. Prior orientation in the course of another project cannot substitute for orientation for this project.
 - 2. Contractor shall coordinate scheduling individuals for orientation. Warden will determine duration of the orientation and its agenda. Contractor may be required to provide an interpreter.

1.04 EMERGENCIES:

- A. If the Warden declares a state of emergency, Contractor may be:
 - 1. Required to leave premises.
 - 2. Confined to a specific area for duration of emergency.
- B. Any incident requiring police or ambulance service should be reported to the Warden immediately.

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1.05 ACCESS TO SITE:

- A. Access is normally restricted to the period from 7:00 AM to 7:00 PM every weekday during daylight hours only. The Warden may vary these hours at his discretion. Contractor shall provide the Warden 72 to 48 hours notice before working on Saturdays, Sundays, or holidays. If the facility is officially closed due to an emergency condition or other State requirement, the Contractor will not be allowed to work.
- B. Contractor shall access site through a single point designated by the Warden. Random access to and from the project site will not be permitted. Fixed times for arrival and departure of most construction forces, as a group, should be established by mutual agreement between Contractor and the Warden. Changes and additions to normal working schedules shall be communicated to the Warden 72 to 48 hours in advance.
- C. The Warden will endeavor to notify Contractor as soon as possible if a situation exists which may preclude timely access to or use of the project site.
- D. Security Officer Escort:
 - 1. Normal Schedule – 7:00 AM to 7:00 PM during daylight hours as approved by the Warden. Up to four (4) security officers (one per crew) will be provided for normal work hours. Two (2) additional security officers will be provided during normal work hours for vehicle escort when concrete placement or other sally port traffic intensive operations take place. The Contractor shall submit a written request to the Warden or designee for use of these officers 72 to 48 hours prior to their intended use.
 - 2. Extended Schedule – hours requested by the contractor and approved by the Warden to extend work during hours of darkness or on weekends or holidays. During extended hours only two (2) security escort officers (one per crew) will be made available. The Contractor shall submit a written request to the Warden or designee for use of these officers 72 to 48 hours prior to their intended use.
 - 3. Contractor shall endeavor to notify the Warden of non-workdays. Failure to notify within 8 hours of a scheduled work assignment or failure to fully utilize the staffing scheduled may result in overtime costs incurred by the Owner to be charged to the Contractor.

1.06 SECURITY:

- A. Restrict the access of all persons entering upon the State's property in connection with the Work to the agreed upon access route, procedures and to the actual site of the Work.
- B. Restrict activities of employees to authorized areas. Do not enter other facility buildings unless it is directly related to the Work of this project.
- C. The Warden may conduct random vehicle searches on all vehicles entering the facility grounds. Institutional entrances are posted with prohibited items, i.e., weapons, drugs, alcohol, cell phones, tobacco products, etc. Vehicle searches may be conducted with the use of detection dogs. If weapons, drugs, ammunition, and alcohol are found in a construction worker vehicle, they are subject to arrest by local authorities and may be restricted from return to TDOC property.
- D. Individuals, vehicles, and facilities are subject to search at discretion of the Warden. Search of individuals may include strip search at discretion of the Warden.

1.07 IDENTIFICATION OF CONTRACTOR'S PERSONNEL:

- A. All personnel will be subject to a background check conducted by the facility prior to being permitted to enter the facility. The Contractor shall complete all background check information. Background check forms from the National Crime Information Center [N.C.I.C] provided by the Warden must be completed prior to Contractor's mobilization to the site. Background checks will be performed on employees, delivery drivers and vehicle operators employed by the Contractor, sub-contractors and vendors. Any consistent driver that frequents the project site will require a background check. Contractor should assume that background checks will take a minimum of 7 business days to complete. The Contractor shall notify the Warden and complete background checks for all replacement and/or new employees, drivers, etc. not identified in the initial list of site personnel.
- B. Identify for the Warden, promptly upon their employ, persons who have been previously convicted of a felony, who have previously been incarcerated in the facility, or who have a family member currently incarcerated at the facility. Warden may require such persons to be excluded from working on the premises.
- C. An identification card (or pass) will be provided to each construction worker who enters the secure confines of the facility. Workers will be required to show a valid government issued photo identification card in order for card to be issued. Identification cards shall be worn in plain sight at all times. If lost or stolen, report to the Warden for issuance of a new card. Identification cards shall be returned to the Warden upon completion of work or termination of employment. Cost of replacement cards/ID shall be the Contractor's responsibility.
- D. Construction workers may be required to wear appropriate identification and clothing inside correctional facilities, which may consist of or be limited by:
 - a. Headwear of a specific color.
 - b. Shirt and/or vest of a specific color.
 - c. Other appropriate apparel designated by Warden.
 - d. The use or wearing of camouflaged clothing is subject to approval by the Warden.
 - e. Gang colors or related clothing is not permitted.
- E. Construction workers may be required to receive an ultraviolet ink stamp to facilitate processing egress.

1.08 JOB CONDITIONS:

- A. Do not bring items that are not required for performance of work; neither in personal vehicles nor on one's person. Remove unnecessary items from vehicles so that searches may proceed quickly.
- B. The Contractor shall maintain safe, clean and ADA compliant paths of travel for building occupants, visitors, and pedestrians at all times.
- C. Association with inmates:
 - 1. Any interaction with inmates is not permitted.
 - 2. Trafficking or trading in goods with inmates is not permitted.
 - 3. The Department of Correction adheres to a policy of Zero Tolerance regarding workplace relationships with inmates; see TN Code Annotated 41-21-241.
- D. Tobacco Products, Alcoholic Beverages, Cell Phones, Weapons, and Drugs:
 - 1. All areas within the TDOC site are designated as NO SMOKING/TOBACCO FREE areas. The Contractor shall not allow any workers to use or to have in their possession tobacco products or tobacco related paraphernalia within the project building(s) or on TDOC property.

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2. Tobacco products, tobacco substitution products and related paraphernalia, alcoholic beverages, cell phones, weapons, and non-prescription drugs are not allowed on TDOC property. Persons caught introducing illegal or banned items onto the grounds of a TDOC institution are subject to removal from the site, termination of site access privileges and prosecution.
3. Individuals requiring prescription medications during the workday shall be required to produce the medication in the original packaging from the pharmacy with the prescription name and dosage (see TCA 39-16-201) and fill out a form, suitable to Warden, identifying them and their medications, and receive approval of Warden before bringing prescription medications on site. Warden may require verification of prescription. Warden may refuse to permit prescription medications on site. Only enough medication for one day may be brought on site. Contractor's Superintendent shall keep a copy of the form on file.

E. Meals:

1. Workers are required to leave the facilities to obtain meals. Food service for construction workers is not available at the facility.
2. No food or beverages will be allowed through the checkpoint. Workers may purchase food and beverages from vending machines in the visitation area.
3. If vending machines are available, they will be identified at the Pre-construction meeting.

F. No cell phones (except as noted in paragraph 1.02B above), beepers, or other telecommunication devices as defined by TCA Section 39-16-201 as amended will be allowed through building checkpoints.

G. Without the Warden's prior written approval, no computers, laptops, PDA's, cameras or other similar computer electronic devices will be allowed through building checkpoints.

1.09 TOOLS AND MATERIALS:

A. A Class A tool is defined as any instrument that could be utilized:

1. To attempt an escape,
2. As a weapon,
3. To fabricate other materials into a weapon

B. Contractor shall endeavor to introduce only necessary Class A tools into the facility, and in the least possible number. Each toolbox and tool pouch entering the facility shall have a pre-written inventory for its contents. The Warden at the egress point will check inventories.

C. Hand tools shall be kept in Contractor's possession at all times when not properly stored. Tools shall be removed or placed in a locked toolbox, shed, trailer, or similar tool storage area outside the secure perimeter at the end of each workday. Ramset tools may be stored on site; however, "shots" shall be removed daily and all spent shot accounted for.

D. Storage of hand tools on site will not be permitted unless such tools are securely stored in a manner acceptable to the Warden. Warden will designate an area for tool storage. Contractor shall provide a tool storage container and lock, provide a key to the Warden until removal of container, and provide Warden a list of tools.

E. Do not give or loan tools or supplies to an inmate. Do not accept anything from an inmate. Do not permit inmates' access to construction documents and related papers. Report thefts immediately.

- F. Immediately report lost tools to the Warden. If a tool is lost, the Contractor and all workers will not be allowed to leave the compound until the tool is accounted for or recovered.

1.10 CONTRACTOR USE OF PREMISES AND PRISON OCCUPANCY:

- A. Use of the premises by Contractor will be limited to the 'Site/Project Boundaries' as identified in the Contract Documents to include temporary facilities, and reasonable access thereto. Space for staging work, employee parking and related operations of Contractor and Contractor's employees may be provided, subject to availability. Coordinate use of premises under direction of the Warden.
- B. The Contractor is advised that the project site(s) are active correctional facilities or other prison related areas, and that all necessary provisions shall be taken to assure the safety of the staff and inmates, State employees, visitors and other contractors day and night. The Contractor shall at all time conduct operations as to insure the least inconvenience and the greatest amount of safety and security for the State's use of other nearby areas by inmates, State employees, and the general public.
- C. The Contractor shall coordinate their work with the facilities' routine daily schedule (counts, meals, work call, etc.), and shall schedule and carry out its work such that the normal operations of the facility are given first priority. This applies particularly to noise, utility, and security systems outages and restriction of access. Such construction operations shall frequently be carried on outside of the normal contractor's working hours, and by overtime, weekend, and holiday work.
- D. For renovation projects, if the site is within a secure perimeter of an operational facility, job trailers and storage trailers/units shall be located out-side the secured perimeter of the facility as directed by the Warden. With the Warden's approval, job trailers may be located within the secure perimeter of the facility if they are enclosed by a separate fence and are capable of being fully locked.
- E. Provide and erect before any work begins, and maintain during the progress of the Work, all necessary dust partitions, protective and security barriers, warning signals, exit and directional signage and lighting. The extent of this work and details of construction shall be in accordance with the requirements of all Federal, State, and local ordinances, codes and requirements; and shall meet the approval of all authorities having jurisdiction and the Warden
- F. Provide isolation of project work areas from occupied area(s) with barricades, plastic sheeting, plywood security walls, or temporary dust partition walls. The Contractor shall provide and maintain necessary barriers and protective devices to control access to the work areas and to contain all work and storage areas such that adjoining building spaces, including walkways, corridors, stairs and doorways, remain accessible for the facility's use and not accessible to the inmate population.
- G. Control traffic to/from the work area(s) and occupied area(s) to prevent disruptions to the normal facility operation.
- H. Modify HVAC equipment to pressurize occupied non-work area(s) to prevent the migration of offensive materials and odors from work area(s). Blank-off outside air intakes and/or return air grilles to prevent distribution of offensive materials and odors into occupied non-work areas. Contractor shall confirm design CFM for all spaces affected by modifications and adjustments made to existing systems, and re-balance HVAC system(s) for all systems modified during construction.
- I. The use of any "air hammers" or other impact equipment that will cause excessive noise or vibration shall be strictly prohibited during normal operational hours. Except for special situations where prior approval from the Warden has been granted, the use of power impact tools for demolition is strictly prohibited inside occupied buildings.

- J. The use of any gasoline-powered equipment inside occupied buildings shall be strictly prohibited, unless authorized by the Warden.
- K. Exercise the utmost care to protect existing security systems, equipment, furniture, building finishes, site features and landscaping etc. from damage. Contractor shall report damage immediately, but no later than the end of the workday, to the Warden. Repair of security system cabling and cameras, lighting systems, fiber optic cabling and other critical systems shall be made immediately, and the costs of temporary replacement systems and TDOC labor, as needed, shall be the responsibility of the Contractor.
- L. Any portion of the existing buildings, furniture, equipment, etc. or existing utility and security services not included as part of the Work of this Contract or any portion of the Work damaged because of failure to provide the protection required, shall be removed and replaced with new materials and construction at the Contractor's expense. The work shall be accomplished subject to the Warden's approval.
- M. If the contractor makes arrangements for closure of a corridor, hallway, egress routes, sidewalks, streets, etc. which provides access to other parts of the facility, building areas, or office area; the Contractor shall make provisions for alternative access to such other nearby areas. These proposed arrangements shall be acceptable to all authorities having jurisdiction and the Warden.
- N. Facility staff shall not receive deliveries for the Contractor or for the project. The Contractor shall receive all project related materials at their job site office or off-site, as required.

1.11 TRANSPORTATION FACILITIES:

- A. Provide adequate protection for lawns, curbs, and sidewalks over which trucks and equipment pass to reach the project site(s). Repair and replace all damaged lawns, curbs, sidewalks, and roadways at no cost to the State.
- B. Contractor to provide flagmen and traffic control management while using areas of the project site or outside the project limits.
- C. Contractor's Vehicles
 - 1. Personal vehicles for Contractor's employees shall be parked outside the secure perimeter of the facility or to an off-site area as designated by the Warden. Parking permits may be required for all construction personnel and business vehicles.
 - 2. Do not permit contractor related vehicles to park on any street or other area of the State's property except in the area(s) so designated by the Warden.
 - 3. Work trucks, with logos and company names clearly visible, necessary to the progress of the project (as determined by the Warden) will be permitted on-site (within the secured perimeter) as needed if they are capable of being fully locked, including tool compartments.
 - 4. Vehicles entering the secured perimeter site will be required to await an escort and remain in the company of the escort.
 - 5. All vehicles shall be locked at all times.
- D. Construction Equipment:
 - 1. "Non street worthy" (usually described as non-rubber tired) construction equipment such as track hoes, bob cats, post augers, or other such equipment may be stored within the secure perimeter

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during non working hours. The equipment shall be stored at a location designated by the Warden and the equipment shall be disabled by battery removal, ignition system removal, or by some other approved secure disabling method.

2. "Street worthy" vehicles such as automobiles or trucks may not be stored within the secure perimeter during extended hours. Material delivery vehicles shall enter the compound, be unloaded, and depart the compound immediately after completion of the delivery. Tractors such as farm tractors and flat bed wagons are preferred for hauling materials from the staging area to the work area inside the secure perimeter.
3. During normal work hours the Contractor's superintendent may park one "street worthy" truck inside the compound near the work area. The vehicle shall be locked and the ignition key held by the security officer during the time the vehicle is parked.

1.12 WORK SEQUENCE:

- A. The Work shall be executed to minimize disruption of activities at the project site(s) or buildings. Contractor shall submit a written and graphic plan for staging of demolition work, staging of work, layout and location of material staging areas, location of dust prevention partitions, security and any required system outages within seven (7) calendar days from the Notice to Proceed date. The Plan shall be reviewed, revised as required, and approved prior to initiation of Work at site.
- B. The Warden shall be notified in writing seventy-two (72) hours prior to any utility, communication, electronic security device(s) and systems, or HVAC system cut-off. The required notification of a cut-off or interruptions shall include, but not be limited to, service(s) to be cut-off, the date and time of the cut-off and the anticipated duration of the cut-off. Notification shall pertain to all or any portion of the project site(s), facility buildings, adjacent State sites, or private properties required by the progress of the Work.
- C. Contractor shall not close-up, conceal or seal above ceiling spaces, utility chases or wall cavities without inspection and sign-off by the Warden. Provide the Warden a minimum of 24-hour notice of all required inspections. Failure to receive approval prior to concealment shall require the Contractor to provide adequate, as defined by the Warden, "open" space to inspect the concealed area before further work can proceed.

1.13 SPECIAL PAYMENT APPLICATION REQUIREMENTS:

- A. Refer to Section 01 29 73 – Schedule of Values, sub-paragraph 1.02.D; the Contractor's payment application's Schedule of Values shall be sub-divided and sub-totaled for each individual or distinct project work area or building as necessary for TDOC accounting or grant reporting.

SECTION END